

# PARENT HANDBOOK



**City of Fairfax  
Summer Camp  
2014**

 Parks & Recreation  
City of Fairfax

# **CITY OF FAIRFAX PARKS AND RECREATION**

## **SUMMER CAMP PROGRAM**

### **PARENT HANDBOOK - SUMMER 2014**

#### **INTRODUCTION**

Welcome to the City of Fairfax Parks and Recreation Summer Camp Program! We are pleased that you have chosen this program for your family. This parents handbook is written to help you better understand our programs and policies. Whether this is your child's first or fifth year with our day camps, we ask that you read and thoroughly understand this handbook. The safety and well-being of your child(ren) is just as important to us, as it is to you.

#### **CITY OF FAIRFAX PARKS AND RECREATION DEPARTMENT MISSION**

The City of Fairfax Parks and Recreation Department is dedicated to developing and maintaining beautiful, safe and environmentally friendly open spaces for the public to use and enjoy.

Through affordable, comprehensive and amazing experiences, we build a sense of community, enrich people's lives and contribute to total development of the individual, family, and the City of Fairfax.

We excel to meet the needs of our customers and residents and the needs of the City of Fairfax through activities, special events, cultural arts and parks that are representative of the best practices of our profession.

#### **CAMP MISSION**

The City of Fairfax Parks and Recreation Summer Camp Programs provide children with the opportunity to engage in fun and informative activities, while forming new friendships with other children and positive relationships with staff members. We encourage children to participate in activities and experiences that strive to benefit campers emotionally, physically and socially.

#### **GOALS**

1. Encourage campers to develop new skills and work towards improving his/her performance at a given task.
2. Help each camper gain a deeper understanding of and appreciation for their own skills and abilities.
3. Encourage the development of leadership skills in campers of all ages.
4. Keep all children safe and happy.

# GENERAL CAMP INFORMATION

We hope that you understand and appreciate our policies, as they directly relate to the safety and well-being of your camper. We look forward to your cooperation in helping us provide a pleasant and safe camp experience for your child(ren).

## **PARKS AND RECREATION DEPARTMENT INFORMATION**

Monday - Friday 8:30am - 5:00pm

Phone: 703-385-7858

Fax: 703-246-6321

[www.fairfaxva.gov/ParksRec](http://www.fairfaxva.gov/ParksRec)

## **2014 CAMP DATES**

**FULL SUMMER 7 WEEK CAMP: JUNE 30<sup>TH</sup> – AUGUST 15<sup>TH</sup> (NO CAMP ON FRI. JULY 4)**

**Session A June 30 – July 11 (no camp July 4)**

**Session B July 14 – July 25**

**Session C July 28 – August 8**

**Session D August 11 – August 15 (one week)**

## **HOURS OF CAMP**

- Sunshine Kidz Day Camp at Providence AM Program: 8:45am – 1:00pm
- Summer Day Camp at Daniels Run or Providence Elementary: 9:00am - 3:00pm
  - Extended day option 7am -6pm
- Middle Grades Day Camp at Lanier: 8:45am – 3:15pm
  - Extended day option 7am -6pm
- Teen Adventure Camp: 8:00am – 4:00pm

## **CAMP PHONE NUMBERS**

From June 30<sup>th</sup> – August 15<sup>th</sup>, please contact your child's camp directly for all questions, concerns or information about camp. Please DO NOT call the Fairfax County Public School phone number. All payment information can be directed to the City of Fairfax Parks and Recreation Department at 703-385-7858.

Sunshine Kidz Day Camp	703-678-9665
Daniels Run Day Camp	703-888-6278
Providence Day Camp	703-887-8310
Lanier Middle Grades Day Camp	703-887-6867
Teen Adventure Day Camp	703-887-5274

## **OPEN HOUSE**

Please join us! An open house will be held on Friday, June 27, 2014 from 1-2pm at each camp site. Families will have the opportunity to meet and greet the camp staff, learn more about the camp day and see the facility where camp is held.

## **TAX ID NUMBER:**

*For tax purposes please use the following Tax ID number and address:*

**TAX ID: 54-600-1266**

Address: City of Fairfax, 10455 Armstrong Street, Fairfax VA 22030

## **STAFFING**

The City of Fairfax Parks and Recreation Department takes tremendous pride in our fantastic camp staff. Many of our camp employees have worked in our camp program for several years. Each site has a Site Leader who manages the camp. Additional leaders are hired based on a one staff to 10 children ratio. Specialists in areas such as art and sports will visit each site every week. Each camp site has certified personnel in Standard First Aide, CPR and AED. In order to provide the best care for your child, all staff is required to attend trainings on subjects such as child development, diversity, positive disciplining, games and leadership.

## **NOTICES**

Notices will be sent home on a weekly basis to inform parents of upcoming activities or any changes that may have occurred. There will also be a bulletin board placed at the entrance to each camp with important notices or changes. We ask that you refer to this daily.

## **FORMS**

### **PLEASE COMPLETE AND SUBMIT ALL FORMS NO LATER THAN JUNE 27, 2014**

All forms must be completed, including Registration, Participant Information, and Special Needs Request Forms, in order for your child(ren) to attend camp. For your child's safety, the camp staff must review the information prior to each child attending camp. Please ask at the Parks and Recreation Department if you have any questions on which forms you are required to fill out.

Children will not be allowed to attend camp until all forms are received by the Parks and Recreation Department.

All campers must fill out the following forms **EVERY YEAR**:

- 1. Camp Registration Form**
- 2. Participant Information Form -ONLINE (see below)**
- 3. Medication Administration Form, Inhaler Authorization, Epipen Authorization (if needed)**
- 4. Special Needs Request Forms (if needed)**

### **PARTICIPANT INFORMATION FORM (ONLINE)- NEW!**

- **This year all parent/guardians are required to fill out the Participant Information Card ONLINE at [www.fairfaxva.gov/parksrec](http://www.fairfaxva.gov/parksrec).** This form will be available in March 2014 and must be completed by June 27, 2014. If you are unable to complete the form online, you may fill one out at the Camp Open House on Fri. Jun 27 at your child's camp site. Children will not be allowed to be dropped at camp until this form is complete.

## **FIELD TRIPS\***

The costs of the field trips are incorporated into the price of the camp. This will allow all the children to participate in field trips. Local field trip examples may include bowling, ice-skating or trips to local parks. Each trip will be determined by what is most age appropriate for the campers and the number of participants in that specific camp. Refunds will not be given for any trips that campers do not attend. More details on field trip locations will be sent home to registered camp participants in April 2014.

***\*All field trips are subject to change.***

**WATER-RELATED FIELD TRIPS**

For water-related field trips, staff will take necessary precautions to ensure the safety of children swimming in appropriate depths and using correct equipment based on their height. Elementary children are well-supervised by staff and use the buddy system when swimming and while on bathroom breaks. Site staff works together to keep children safe and entertained during swimming periods and all children check-in with their site leader during breaks. Please see the Lunch/Snack section for information regarding packing lunches for water field trip days, as well as the camp policy on sunscreen. Also, please make sure to label all belongings brought on water-related field trip days to make cleaning up and leaving water parks a breeze.

# CAMP POLICIES

## **ATTIRE**

Children should dress in a comfortable manner for camp. We suggest shorts and a T-shirt be worn. Sneakers are a must; sandals or open shoes are not appropriate footwear. Please do not send your child to camp in dress clothes because they will be engaged in various sports and arts and crafts projects and it could get messy. You will be notified about days when children will participate in water-related activities and we will suggest your child bring a towel, bathing suit and an additional set of clothes to camp. **Please label all personal belongings!**

For field trips, campers will be required to wear the camp shirt. The camp shirt will be issued earlier during that session.

On water-related trip days, campers should come to camp already wearing their bathing suits. This will allow the children to have more time to play. Don't forget to send your child with sunscreen, towel, and a change of clothes on these days.

## **THEME DAYS**

Many of the camps incorporate theme days into their camp program. These often involve dress-up days, special activities and more. We encourage, but do not require all campers to participate in theme day activities.

## **CAMP RULES**

Campers will be responsible to abide by ALL camp rules.

### ***Campers must:***

- ◆ Remain in designated camp areas at all times
- ◆ Stay with their specified leaders at all times
- ◆ Not run in school halls, rooms, or building
- ◆ Use appropriate language with other campers and staff at all times
- ◆ Be respectful to other campers, staff, and facilities at all times
- ◆ Refrain from any horseplay and or engaging in any dangerous activities
- ◆ Only leave camp when they are signed out by a parent/guardian
- ◆ Not bring any weapons, projectiles, alcohol, drugs or illegal substances to camp. Possession will result in immediate expulsion from all camp programs
- ◆ Abide by all rules and procedures added to the program
- ◆ Abide by all rules and policies established by any contracted field trip company or facility.

## **BEHAVIOR**

All children are expected to behave in a proper and respectful manner. We will not tolerate any hitting, name calling, foul language, destruction of property or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, the Parks and Recreation Department reserves the right to dismiss any child from the program. No refunds will be given.

## **DISCIPLINE POLICY**

Camp staff will focus on the prevention of negative behavior. We will praise the positive and attempt to downplay the negative, in an effort to bring out the best in every child. When discipline is needed, we believe discipline takes many forms and should vary according to age, individuality and

the developmental level of each child. Concern is focused on the action/behavior rather than the child. (example: We do not use statements such as "you are a bad boy/girl." Rather, "I did not like what you did"). Our staff will use positive guidance, redirection, continuous supervision, and set clear limits during disciplinary action.

### **CANCELLATION, DELAY OR EARLY DISMISSAL**

If camp is delayed or cancelled due to severe weather, power supply damage, or other unforeseen circumstances, you will be notified by telephone and it will be posted on City of Fairfax Parks and Recreation Department website. If camp must be dismissed early for any reason, all parents will be notified by phone immediately.

### **CHILDREN WITH SPECIAL NEEDS**

The City of Fairfax is committed to making all reasonable accommodations as required by the American with Disabilities Act. The City of Fairfax Parks and Recreation Department accepts children with special needs in an integrated group setting, when it is determined that the child can best be served in a camp environment. A Special Needs Request Form is available upon request. The more information provided to us about your child and the resources he or she needs, the more readily City of Fairfax Parks and Recreation staff will be able to meet those needs.

### **ELECTRONICS & VALUABLE ITEMS**

Please do not send your child(ren) with electronics (i.e. gameboys, ipods, etc.) or other expensive toys to camp. If you need to reach your child, please call the camp site phone. We are not responsible for lost, stolen or damaged items. Any item brought to camp that is deemed inappropriate, or is used in an inappropriate manner, will be held by the Camp Leader and returned to the parent/guardian at the close of the camp day.

### **HEAD LICE**

Children who are suspected of head lice at any Summer Day Camp are required to stay home from camp and can only return with the approval of a doctor. Please check your child's heads for this condition and if you do find any indication of head lice, it is mandatory that your child stay home from camp and see a doctor immediately. Staff may require a doctor's note for a child to return to camp.

Note: This is a common occurrence we experience at camp over the summer with the high numbers of children we have in close contact with one another. It is important that both you and your child are aware of this and to further educate them on the proper way to share clothing worn on the head (hats, hoodies, swim caps, theme day attire, etc.)

For more information on how to detect head lice and what to do if you find anything please go to: [www.cdc.gov/lice/head/parents](http://www.cdc.gov/lice/head/parents)

### **ILLNESS OR INJURY**

If your child becomes ill or injured while at camp, the camp will first attempt to contact the Parent/Guardian(s). If we cannot reach the Parent/Guardian, Emergency Contact #1 will be called immediately. If we are unable to reach Contact #1, then Contact #2 will be notified and so on until we are able to reach someone. Please inform your Emergency Contact people of their responsibilities and be sure that they are readily available.

If your child is sick, please keep him/her home. Children may not be allowed to attend camp if the following symptoms or illness occur: (1) A fever of 100 degrees Fahrenheit or higher, (2) reoccurring vomiting or diarrhea, (3) Lice (4) Other illness on the Virginia Health and Department List of Current

Communicable Diseases. Please report any communicable diseases promptly, i.e. Chicken Pox, Head Lice, Pink Eye, etc., to the director of your camp. Refunds or credits are not given for missed camp days.

### **LATE OR ABSENT CAMPERS**

Parents, please notify your child's camp, if your child will be late or absent. Each morning your child's camp staff will take attendance and keep a record of who attends each day. To ensure the safety and whereabouts of each child, we would appreciate your cooperation on this manner.

### **LATE PICK-UP**

Parents must pick up their child at the designated end time of their child's camp. We will not leave any children unattended at the sites. The Parks and Recreation Department incurs additional expenses after the close of camp. Any child who has not been picked up 15 minutes after the close of camp will be automatically charged \$15.00, and an additional charge of \$15.00 for each 15 minutes of time incurred thereafter. If for whatever reason, a parent is unable to pick up the child at the established close of the program, the parent should call the person designated for emergency contact to arrange pick up. We strongly suggest that you inform the camp if you will be picking up your child late. The camp staff will attempt to contact the Parent/Guardian and in cases where parents or alternates cannot be reached, the police will be contacted for assistance and advice in locating parents. Parents will be billed immediately for all late charges. If an emergency arises, contact the camp staff immediately if you know you will be late.

### **LUNCH/SNACK**

Campers at Sunshine Kidz, Daniels Run, Providence, Lanier and Teen Adventure Programs must bring a bag lunch and a drink to camp daily. Please label all lunch bags, boxes and juice containers. It is recommended that all campers bring lunches that have adequate nutritional value. Please do not send food that will spoil or food in glass containers.

\*Please Note: Due to possible severe peanut allergies, parents may be asked not to pack their child(ren) food made with peanut products. Please list your children's allergies on Participant Info Card and staff will take appropriate precautions.

### **SNACK – EXTENDED DAY CARE**

Light snacks will be provided each day for all the AM and PM Extended Day participants. As a parent, you know your child's needs best, so if you would like to send additional food, time will be provided for your child to finish his/her snack. Please inform his/her Leader(s) at the beginning of the session.

### **LOST AND FOUND**

A lost and found area will be designated at the camp site. The City of Fairfax Parks and Recreation Department will keep all lost and found items until August 30, 2014. At this time, all lost and found items will be donated to a charitable organization.

### **CAMP SHIRTS**

Campers will receive one camp shirt each year. These shirts are required on all field trip days. Additional camp shirts may be purchased for \$6.



## **MEDICATION**

We request that parents administer necessary medications to their children before or after camp hours. However, we understand that some medications must occasionally be given while children are with us. If your child needs to take medication during camp hours, please follow these guidelines:

- Medication must be in the original, labeled container supplied by pharmacist. A separate letter from the physician may be required for EpiPens, inhalers and other long term medications.
- Include written instructions concerning the administration times and dosages.
- Leftover medication must be picked up by the end of the summer. All remaining medication will be destroyed after August 15, 2014.

Parents must fill out the MEDICATION ADMINISTRATION FORM located in your parent packet or request one from the Parks and Recreation Department. A separate form must be used for EpiPens and inhalers. Please speak with your child's camp staff about medication and any special concerns.

## **PARENT/GUARDIAN VISITORS AND INVOLVEMENT**

You are always encouraged and welcome to visit each camp. If you wish to visit the camp, you may schedule the visit with your Camp Site Leader or if you prefer a more spontaneous visit, we ask that you first check in with the Camp Office and Leader for security reasons. We encourage you to speak with your child's counselors and Camp Site Leader frequently. If there are any questions, problems or situations that need to be addressed do not hesitate to contact the City of Fairfax Parks and Recreation Department at 703-385-7858.

## **POLICY FOR NON-DISCRIMINATION**

The City of Fairfax Parks and Recreation Department accepts camper applicants on a first come, first served basis and does not discriminate on the basis of race, color, religion, sex, marital or veteran status, national origin, disability or political beliefs.

## **ANTI-BULLYING POLICY**

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the camp seasons and be especially hurtful when persons are targeted with meanness and exclusion.

At the City of Fairfax Summer Camp, bullying is inexcusable, and we have a firm policy against all types of bullying. Our Camp philosophy is based on our mission statement which ensures that every camper has the opportunity to encourage campers to develop new skills and work towards improving his/her performance at a given task; help each camper gain a deeper understanding of and appreciation for their own skills and abilities; encourage the development of leadership skills in campers of all ages; and keep all children safe and happy. We work together as a team to ensure that campers gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their camp experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with their staff and their campers so both staff and campers will be comfortable alerting us to any problems during their camp experience and between camp seasons. Every person has the right to expect to have the best possible experience at camp, and by working together as a team to identify and manage bullying, we can help ensure that all campers and staff have a great and fun summer.

## **MANDATED REPORTING**

As required by Virginia state law, all camp staff are considered mandated reporters. Mandated Reporting laws require that professionals who deal with children report suspicious circumstances suggestive of child maltreatment to child protective services.

## **REFUNDS**

Refunds will be processed minus a deposit for each withdrawn session. No refunds will be given after June 30. Space permitting, transfers into different sessions will be allowed.

## **SIGN-IN AND SIGN-OUT PROCEDURES**

Upon arrival at the camp site each day at the specified time (*Parks and Recreation Department will not be responsible for children dropped off at camps earlier than the designated start times*), PARENT or GUARDIAN **must** sign-in child(ren) with a staff member at the site entrance. At the end of the day, PARENT or GUARDIAN **must** sign-out child(ren) with a staff member.

**The staff will request identification for everyone who picks up a camper, INCLUDING PARENTS/GUARDIANS. Campers will NOT be allowed to leave unless identification is presented at the time of pick-up.** Please fill the **Pick-up Authorization Form** portion on the Participant Information Card (ONLINE) with all the people who are allowed to pick up your child. Your child will not be allowed to leave camp with anyone other than a parent or guardian, unless they are on the pick-up authorization list. REMEMBER, this is for your child's safety and your peace of mind.

For your child's protection, we ask that you provide us with advance written notice for the following reasons:

- 1) If you plan to pick up your child early, or
- 2) Authorizing someone to pick-up or drop off your child, other than yourself, and anyone listed on the pick-up authorization form (this form is located at the back of this manual), or
- 3) Advance notice of your child being absent, or
- 4) Teen Adventure Camp and Middle Grades Day Camp at Lanier - If your child walks or rides a bike to camp, written permission and notification is required. Walkers/bike riders must remain at camp until closing, unless you inform us otherwise. Please sign the Participant information card giving permission for your child to walk or bike and sign themselves in and out of camp.

*\*\* In the event of inclement weather, we require parents of children who walk or bike ride to camp, to have an alternate transportation plan in place. Children under 15 are required by law to wear a bike helmet.*

If you are picking up your child early, you must go directly to the Camp Leader to sign out your child. Staff will direct you to the proper location.

**TEEN ADVENTURE CAMP ONLY:** Parents may sign a permission form to allow children to sign themselves in and out of camp at the 8am and 4pm.

## **SUN SCREEN**

We strongly suggest that a parent or guardian apply sunscreen (minimum SPF15) prior to camp. Campers must provide their own sunscreen, and should bring it with them to camp with their name written on it. Staff can assist with reminding campers and with the use of spray sun block only, if is authorized by parents at the Participant Information Form (online). For Sunshine Kidz camp staff will not apply Sunscreen to participants. Please instruct your child how to apply his/her own sun block.

# SUMMER DAY CAMP PROGRAMS

## **DAILY INFORMATION**

*(See map on page 12 for locations)*

### **SUNSHINE KIDZ**

#### **PROVIDENCE ELEMENTARY SCHOOL**

**3616 Jermantown Road**

**Fairfax, VA 22030**

**Phone: 703-678-9665**

***Staff Ratio: 1 Staff for every 6 campers***

Preschoolers and Rising Kindergarteners will have so much fun in the sun this summer at Sunshine Kidz Day Camp! This camp will provide children with activities which will include arts and crafts, show & share, special events, games, field trips and water activities (*i.e. sprinklers, there are no swimming pool activities*). Other activities may include puppet shows, picnics, storytellers and cultural events. Children will develop important social skills while playing with their friends and leaders in a fun and safe environment. Each week, campers will attend one local field trip such as an area park, farms, or bowling.

After arrival and check-in, a typical day for campers will begin with free play with staff. All campers will then enjoy a circle time in which they will talk about what their schedule will be, sing songs and do introductions. Campers will then move on to their rotations in the cafeteria, gym, classrooms and outside. Typical activities in these rotations will include arts and crafts (staff & specialist-led activities), P.E. games, playground play and water days. At this point in the day, campers will enjoy their snacks that they brought in from home. The day will conclude with another circle time to wind down. At the end of each day, all campers will be signed out by an authorized person. Theme days will be incorporated into the Sunshine Kidz activities. A listing of themes and activities will be given to the parent at the start of each session.

### **SUMMER DAY CAMP**

#### **AT DANIELS RUN AND PROVIDENCE ELEMENTARY SCHOOLS**

#### **DANIELS RUN ELEMENTARY SCHOOL**

**3705 Old Lee Highway**

**Fairfax, VA 22030**

**Phone: 703-888-6278**

#### **PROVIDENCE ELEMENTARY SCHOOL**

**3616 Jermantown Road**

**Fairfax, VA 22030**

**Phone: 703-887-8310**

***Staff Ratio: 1 Staff for every 10 campers***

Campers will join their friends this summer for a fun-filled time which will include sports, games, arts and crafts, field trips, special events and more! Children will enjoy time playing with their friends and staff while developing new skills. All age-appropriate activities are designed to help children expand their skills and abilities. Specialists in the areas of art and sports will visit each week. All camp participants will attend one age-appropriate local field trip (*i.e. bowling, roller skating, zoo*) as well as one water-related trip each week.

If you choose to use the AM Extended Day Program, campers will begin their days in small-group activities including arts & crafts, game play, free play. Regular day campers will arrive at 9:00am and sign in with a staff member. The day will begin with free play with the camp staff followed by morning announcements. The children will then be split into groups and follow rotations in the cafeteria, gym and outside. Typical activities within rotations will include arts & crafts (staff & specialist-led activities), P.E. games, field & playground activities, free play with staff. Children will break for lunch and continue similar rotations in the afternoon with time to finish arts & crafts, continuation of specialist games, on-site special activities, etc. Their day will conclude with afternoon announcements and then sign-out of camp. PM Extended Day Program children will have more fun in the sun enjoying small-group activities & snack for rest of the afternoon.

## **MIDDLE GRADES DAY CAMP AT LANIER**

### **LANIER MIDDLE SCHOOL**

**3801 Jermantown Road**

**Fairfax, VA 22030**

**Phone: 703-887-6867**

***Staff Ratio: 1 Staff for every 10 campers***

This summer, middle-schoolers will spend time with their friends in a safe and enjoyable environment which will include activities such as sports, games, arts and crafts, field trips, and special events. Campers will be able to utilize their creative, physical and intellectual abilities. Teamwork, communication and self-esteem will be stressed and reinforced with all participants. Specialists in the areas of art and sports will visit the camp each week. All summer day camp participants will attend TWO age-appropriate local field trips (*i.e. bowling, roller skating, or laser tag*) as well as one water-related trip each week.

Middle grade campers will experience a similar typical day schedule as Summer Day Camps at Daniels Run and Providence. With the older campers at the Middle Grades Day Camp, the staff are able to challenge the children both mentally and physically in a environment that is appropriate for this age group. For example, more team sports during gym/outside play and more gym space to accommodate whole site special activities, and more complex arts and crafts projects, as well as staff and specialist-led rotations.

## **TEEN ADVENTURE DAY CAMP**

### **FAIRFAX HIGH SCHOOL**

**Old Lee Highway**

**Fairfax, VA 22205**

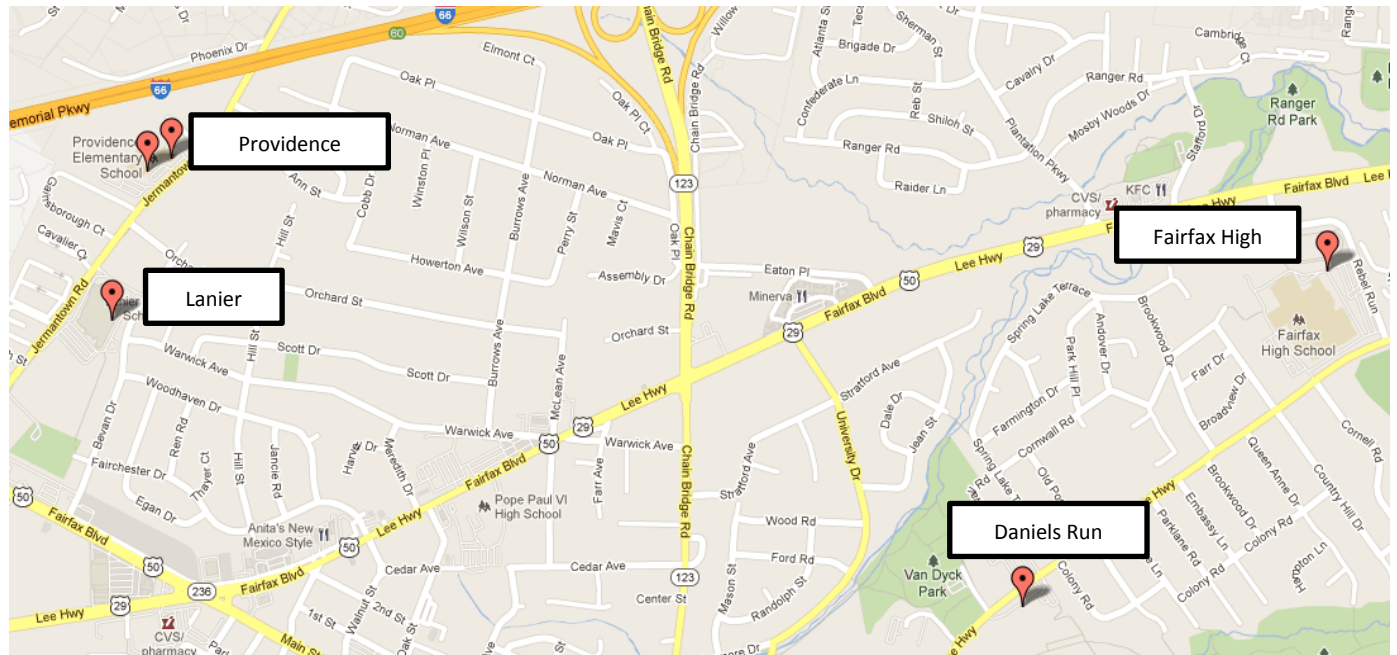
**Phone: 703-887-5274**

***Staff Ratio: 1 Staff for every 12 campers***

The Teen Camp offers a wide variety of activities for teens in a safe, friendly and supervised environment. Activities will include sports, games, music, trips and just hanging out with your friends. Participants will develop and refine skills in areas such as leadership, teamwork and socialization skills. Specialists in the areas of art and sports will visit the camp each week. Campers in the Teen Adventure Program will have more of variety of options of activities within classrooms, the gym, and arts and crafts areas. The daily schedule of this camp is less structured than with younger sites to accommodate for the age of the children. On some occasions, there are rotations with these activities, but other times

there are activities planned by staff and specialists for whole group games and projects. Other daily activities include free choice time, video, card and board games. Lunch is held daily between the hours of 12:00pm-1:00pm. The center opens at 8:00am and closes at 4:00pm daily. Camp participants will be able to enjoy two age-appropriate local field trips as well as one water-related trip each week

## City of Fairfax Parks and Recreation Camp Program Locations



Providence: Sunshine Kidz Day Camp (703-678-9665)

Daniels Run: Summer Day Camp at Daniels Run (703-888-6278)

Providence: Summer Day Camp at Providence (703-887-8310)

Lanier: Middle Grades Day Camp at Lanier Middle School (703-887-6867)

Fairfax High School: Teen Adventure Day Camp (703-887-5274)

## **Summer Camp Program - Payment Plan Options**

At the time of registration, you may choose to pay for the entire summer in full or participate in a payment plan.

### **AUTOMATIC PAYMENT PLAN**

If you choose this option, just complete the Automatic Payment Plan form at registration and the City of Fairfax Parks and Recreation Department will charge your credit card on March 1, April 1, and May 1 for the amount due according to your family's payment plan.

### **CAMP PAYMENT PLAN DUE DATES\***

Day of Registration: \$100 deposit (full summer), \$40 (each individual session)

March 1<sup>st</sup>, April 1<sup>st</sup> and May 1<sup>st</sup>: each 33% of remaining balance due

### **LATE PAYMENTS**

For those who choose the payment plan, there will be a 14 day grace period and then a \$25 per week late fee will be incurred.

## **How to Make Payments**

*(Payments will **NOT** be accepted over the phone)*

### **1. WALK-IN or MAIL-IN:**

- City Hall, Parks & Recreation Dept. 10455 Armstrong Street, Fairfax VA 22030,
- Green Acres, Parks & Recreation Dept. 4401 Sideburn Road, Fairfax VA 22030 **OR**
- Sherwood Center, Parks & Recreation Dept. 3740 Old Lee Highway, Fairfax VA 22030

#### **Payment Forms Accepted:**

- **Cash**
- **Check** - Make checks payable to: City of Fairfax, reference camper's name
- **Credit** - Visa, MasterCard, American Express, Discover

### **2. ONLINE - [www.fairfaxva.gov/parksrec](http://www.fairfaxva.gov/parksrec)**

*\*Ask staff to make sure you have an online account when you register for camp\**

- Click on 'Online Registration' button
- If you already have an online account set-up, click on 'Login to Your Account' and choose PAY ON ACCOUNT. Follow the prompts and make your payment with a credit card.
- If you do not already have an account set-up online, email [parksrec@fairfaxva.gov](mailto:parksrec@fairfaxva.gov) the camper's name and the person who will be making the payments. We will set up your account to have the correct balance as soon as possible. You will receive an email confirmation that your account is updated and then payments may be made at this time.

### **3. BY FAX- 703-246-6321**

- Credit Card Authorization Form must be used for credit payments. Form can be found online at [www.fairfaxva.gov/parksrec](http://www.fairfaxva.gov/parksrec) or Parks and Recreation offices listed above.

### **4. AUTOMATIC PAYMENT PLAN**

- Please complete the Automatic Payment Plan section of the Registration Form when registering in office for camp. Form can be found online at [www.fairfaxva.gov/parksrec](http://www.fairfaxva.gov/parksrec) or at Parks and Recreation offices listed above. If you choose this option, your credit card will be charged on March 1, April 1, and May 1 for the amount specified according to your family's payment plan.

## **WHAT TO BRING TO CAMP DAILY CHECKLIST**

**\*\*\*Please write name on all belongings\*\*\***

- ☐ Sneakers/Comfortable Shoes (no open toes)
- ☐ Bag Lunch (With name written on it)
- ☐ Water Bottle (With name written on it)
- ☐ Sun Screen (Already applied and brought to camp)
- ☐ Change of clothes
- ☐ Bathing Suit (on water days)
- ☐ Towel
- ☐ Backpack/Bag for All Belongings
- ☐ A Smile 😊

## **WHAT NOT TO BRING TO CAMP**

- **Electronics**  
(including portable video games like Nintendo DS; Playstation Portable, iPods, Cell Phones, etc)
- **Other valuable items as the City of Fairfax Parks and Recreation Department is not responsible for lost or stolen items.**